

**FEMA RESERVIST PROGRAM
CONDITIONS OF EMPLOYMENT AGREEMENT**

I. Nature of Appointment

- A. I understand my appointment is subject to successful completion and processing of essential security investigation forms, cooperation with the investigation and a favorable determination on my suitability for Federal employment.
- B. I must be prepared to deploy wherever the Agency needs my services within 48 hours of notification. Although FEMA will make its best efforts to deploy me into a position for which I am FQS qualified, I understand that I may be assigned to perform any disaster-related duty, irrespective of my position job title, based on the needs of the operational situation.
- C. I will present and conduct myself at all times in a professional manner, preserve the public trust and adhere to FEMA/DHS rules and regulations.
- D. I may be required to work in excess of eight hours a day or in excess of 40 hours in a given week, including weekends and holidays, and under stressful, physically demanding, and austere conditions. Based on the mission needs of the Agency, I understand my work schedule and Temporary Duty (TDY) Site may be changed with little or no notice.
- E. I understand the Agency may ascertain the fitness of applicants as to age, health, character, knowledge, and ability before appointing them to the Reservist Program.
- F. I may be released from an assignment at any time and with little or no notice based on the needs of the operation.
- G. I understand my appointment will end on the last day of the sixth pay period, of the nearest even-numbered year, and a reappointment will be based on the needs of the Agency.
- H. I understand this is a temporary intermittent position in the excepted service and I may be terminated at any time, with cause (e.g. violation of a Condition of Employment) or without cause (e.g. downsizing of workforce, change in program direction or operational needs).

II. Conditions of Appointment

- I. I understand the use of electronic funds transfer is mandatory for salary payments and travel reimbursements.
- J. My compensation, progression and retention will be based on acceptable performance and conduct, professional ability, completion of mandatory training, availability to deploy and Agency needs.
- K. I must be eligible for and able to maintain a government-issued travel charge card and I will abide by the terms and conditions established by the card provider and FEMA. Violations of FEMA policies (e.g. delinquency, personal use of the travel charge card) may result in appropriate disciplinary action, up to and including termination of employment.

- L. I understand that I must receive Deployment Orders directly from the Incident Workforce Management Office (IWMO), Deployment Unit prior to arranging or initiating travel for all assignments.
- M. I will travel in the most expeditious and cost effective manner, using the Agency's Travel Management Center, to make all my travel arrangements.
- N. If I am authorized to use a motor vehicle for official business, I must comply with all applicable laws, regulations and policies relating to official motor vehicle usage.
- O. If I am a retired Federal civil servant, my pay from FEMA may be subject to offset.
- P. I will abide by the terms of use in all revocable licensing agreements with respect to all FEMA-issued property, and will use FEMA-issued property for official purposes only.

III. Required Availability

- Q. I understand it is the intent of the Agency to deploy all Reservists at least once a year with the length of deployment dependent upon operational needs. This intent will be met to the greatest extent possible, based on Agency needs and available funding, and may involve the completion of mandatory training, conducted from home while in a paid duty status.
- R. I understand FEMA requires Reservists to be available to deploy on 24 hours notice at all times during the term of their appointment unless on pre-approved through authorized Reservist Leave by their Reservist Program Manager (RPM). Reservists shall request Reservist Leave in writing from their RPM. When on Reservist Leave, Reservists are not available to deploy on demand and the IWMO will not place them in rotation for deployment. Reservists may take up to 60 days per year of unpaid Reservist Leave when not deployed. RPM shall grant Reservist Leave for periods of not less than 15 days per request. Reservists must be approved for leave prior to receiving a call to activate and deploy—RPMs shall not approve leave requests made in response to an activation request.
- S. I understand my availability for deployment does not guarantee that I will be deployed.